CareerSource Northeast Florida
Executive Committee Meeting
Minutes – March 25, 2026

Members in attendance:

Kevin Doyle
Elaine Johnson
Tim Hinson
L. Wayne McClain
John “Jay” Paterson

Excused/Absent:

John (Jake) Schickel
Amy Rice

Staff: Cheryl A. Taylor, Rebecca Livingston, Ivette Berrios, Jay Loy, Steven Dionisio, Melissa Terbrueggen, Mike Lashbrook, Ranisha Jackson

1. WELCOME AND CALL TO ORDER:

9:00 a.m. Chairman Kevin Doyle, welcomed the Executive Committee members and called the meeting to order.

2. ACTION ITEMS

a. Approval of December 3, 2025, Executive Committee Meeting Minutes

Motion to approve minutes by Elaine Johnson; seconded by Tim Hinson motion passed unanimously, and minutes approved.

b. Appointment of Nominating Committee for Board of Officers

- The committee recommended that the current Board Officers remain in their respective positions for an additional one-year term, with the addition of Jay Paterson to the Board Officers.
- Motion to retain the current Board Officers and add Jay Paterson to the Board Officers was made by Tim Hinson; motion passed.

c. Approval of Board Appointment Policy

Motion to approve the Board Appointment Policy as presented was made by Wayne McClain and seconded by Elaine Johnson.

3. OPERATIONS UPDATE:

- The December 2025 employment statistics were presented to the committee. Unemployment rates decreased across all counties in the region compared to November 2025. While labor market conditions have shifted over the past year, unemployment remains at historically low levels.
- Regional Labor Market Trends – The regional unemployment rate remains slightly above both the Florida and national unemployment rates. Staff anticipate minor adjustments to the data once updated labor market information is released in April; however, current trends are expected to remain relatively consistent.
- Metropolitan Statistical Area (MSA) Comparison – Jacksonville's MSA unemployment rate remains slightly higher than the Orlando MSA but continues to follow trends that have remained consistent throughout the past year. Florida's lowest unemployment rate MSAs have generally fluctuated between 2.1% and 2.5%, reflecting continued strength in the state's labor market.
- Customer Engagement and Outreach – Customer engagement levels remain below prior-year levels. Staff attributed this trend in part to organizational transitions and staffing changes earlier in the year. As part of the strategic planning process, CareerSource Northeast Florida is increasing outreach efforts by meeting customers where they are and expanding access to services in rural and underserved communities.
- Career Center Activity – The Gateway Career Center continues to be the agency's highest-volume location, serving approximately 1,500 to 2,000 customers per month. As future facility and infrastructure needs are evaluated, Gateway will remain a key service location. Any potential changes to service locations will be based on data analysis and opportunities to partner with community organizations while maintaining customer access.
- Job Orders and Hiring Trends – Job orders entered the Employ Florida system remain steady at approximately 450 to 650 per month. Current job order activity is significantly lower than levels experienced in previous years and reflects statewide hiring trends. Employers are hiring at a slower pace, employees are remaining in their positions longer, and fewer job openings are being posted, creating challenges for new entrants to the workforce.
- Regional Planning Area (RPA) Update – Staff provided an update on the State of Florida's regional planning initiative established through the REACH Office. CareerSource Northeast Florida has been assigned to a Regional Planning Area consisting of CareerSource North Florida, CareerSource North Central Florida, CareerSource Citrus Levy Marion, and CareerSource Northeast Florida. Staff reported that the administrative process for establishing the Regional Planning Area is underway, with documentation expected to be

submitted to the state in April and final approval anticipated at the June CareerSource Florida Board meeting. The Regional Planning Area will focus on identifying efficiencies and opportunities for collaboration in areas such as technology, staffing, finance, and service delivery. Staff expressed confidence in the partnership and noted that collaboration among the participating workforce boards will support innovation and improve service delivery throughout the region.

- Current and Upcoming Events:
    - Transportation Industry Hiring Event – April 8, 2026, at the University of North Florida.
    - Virtual Job Fair – April 9, 2026.
    - Apprenticeship Workshop – April 10, 2026, in partnership with Ring Power and regional workforce partners.
    - FSCJ Spring Career Fair – April 14, 2026.
    - Second Chance Job Fair – April 28, 2026, at FSCJ.
    - Workforce Wire – Board members were reminded that the latest edition of the Workforce Wire newsletter had been distributed and includes updates on workforce initiatives, partnerships, and activities occurring throughout the region.

4. PUBLIC COMMENT:
None.

5. NEXT MEETING:

Our next CSNEFL Full Board meeting will be held on April 23, 2026 at 9:30 a.m.

Our next CSNEFL Executive Committee meeting will be held on May 27, 2026 at 9:00 a.m.

The meeting was adjourned at 9:35 a.m.